## VISAS

### Applications for all Visas

1. Completed visa application form number 3-1/0033
2. Attach certified copy of passport (Personal data page)
3. Motivation letter from applicant/invitor/employer/organisation
4. Upon approval, applicant will be requested to submit passport for endorsement together with original receipt of payment.
5. Motivation letter stating among others the reasons why a Namibian or Namibian service provider cannot be hired for the job or in the case of a visit, reason or purpose of such a visit
6. Proof that the post or services were advertised in local newspapers (attach list of unsuccessful short listed Namibian candidates or service providers their qualifications and contact details)
7. Attach proof of current and previous status (visa or permit whether valid or expired if applicable)

**All copies must be certified**

- Validity of visas shall be 1-90 days only
- Confirmed return ticket
- Proof of means of sustenance while in Namibia
- Proof of legal status of inviter/business partner
- A non-refundable N$80.00 handling fee is payable upon submission of application

**NB: Applications for all Visas (Visitors’ Entry Permit for purposes of: )**

- Holiday /Vacation
- Visiting friends or relatives
- Attending workshops (not as facilitator)
- Attending meetings
- Exploring of business opportunities
- Medical treatment
- Any other purpose other than employment or work of any kind.

### PLUS I NEED TO ATTACH THE FOLLOWING FOR WORK VISA

<table>
<thead>
<tr>
<th>Service</th>
<th>What Documents Do I Require?</th>
<th>Validity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work visa/short term employment permit (additional requirement)</td>
<td>Proof of educational qualifications&lt;br&gt;Proof of tender/contract</td>
<td>1-90 days</td>
<td>N$80.00 (non-refundable handling fee)&lt;br&gt;N$ 390.00</td>
</tr>
</tbody>
</table>
# PERMITS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>WHAT DOCUMENTS DO I REQUIRE?</th>
<th>VALIDITY</th>
<th>FEE</th>
</tr>
</thead>
</table>
| **Employment Permit**         | 1. Completed temporary work or students’ permit form number 0/2742(2)  
2. Completed visa application form number 3-10033  
3. Completed medical report form number 3-1/0003  
4. Completed radiological report form number 3-1/0004  
5. Completed deed of surety form number 3-1/0005 signed by bank or employer  
6. Copy of passport (personal data page)  
7. Two (2) passport photos  
8. Police clearance certificate from country of origin and last country of residence for the past six (6) months (and from Namibia in case of renewal and change of condition)(applicable to applicants 18 years and above)  
9. Copy of marriage certificate (para. 6). If married to a Namibian citizen and proof of citizenship  
10. Registration with Namibia Professional Board/ Council or Association, if the profession requires that.  
11. Upon approval, applicant will be requested to submit approval letter passport together with original receipt of payment of permit  
12. A non-refundable N$80.00 handling fee is payable upon submission of application (attach original receipt)  

**To be completed and submitted by the employer**

|                                                      | 1. Work offer (completion of employer’s representation form)  
2. Company profile  
3. Deed of surety must be signed by the Bank (see instruction for completion at the bottom of the document/form)  
4. Proof of advertisement of vacancy in local newspaper.  
5. Proof of registration with Social Security Commission and a printout list of registered employees  
6. CV’s of unsuccessful Namibia candidates or their full names, highest qualifications and contact details  
7. A non-refundable handling fee of N$80.00 must be paid upon submission of application (attach original receipt) |
|                                                      | RENEWAL/EXTENSION OF EMPLOYMENT PERMIT | 1. Completed application for renewal of employment permit form (Commonly known as “Questionnaire”).  
2. Application for Re-entry Visa form  
3. Motivation letter from employer  
4. Company profile / Audited Financial Statements/ Social |

<p>|                                                      | 2 | 2 |</p>
<table>
<thead>
<tr>
<th>Security Registration of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Copy of passport (cover page, page on personal particulars and last permit endorsed page)</td>
</tr>
<tr>
<td>6. Proof of being tax payer in Namibia</td>
</tr>
<tr>
<td>7. Progress report on the training of Namibians employees (on the job training/ skill transfer/ Human resources Development Plan/ Replacement Strategy Plan)</td>
</tr>
<tr>
<td>(i) Favourable Local Police Clearance</td>
</tr>
<tr>
<td>8. Proof of advertisement of the post held, CVs or names of unsuccessful Namibians and their qualifications and contact details.</td>
</tr>
<tr>
<td>9. Proof of local employees as well as their Social Security registration numbers. (Attach printout from the social security commission)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERMANENT RESIDENCE PERMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed application for Permanent Residence Permit.</td>
</tr>
<tr>
<td>2. Completed temporary work or students’ permit form number 0/2742(2)</td>
</tr>
<tr>
<td>3. Completed visa form number 3-10033</td>
</tr>
<tr>
<td>4. Completed medical report form number 3-1/0003</td>
</tr>
<tr>
<td>5. Completed radiological report form number 3-1/0004</td>
</tr>
<tr>
<td>6. Completed deed of surety form number 3-1/0005 signed by bank or employer</td>
</tr>
<tr>
<td>7. Copy of passport (personal data page)</td>
</tr>
<tr>
<td>8. Two (2) passport size photos</td>
</tr>
<tr>
<td>9. Police clearance certificate from country of origin</td>
</tr>
<tr>
<td>10. Latest Police Clearance from Namibia</td>
</tr>
<tr>
<td>11. Marriage Certificate (if married) (Divorce letter)</td>
</tr>
<tr>
<td>12. Death Certificate of late spouse (all widows and widowers)</td>
</tr>
<tr>
<td>13. Detailed CV</td>
</tr>
<tr>
<td>14. Work references/ letter (s) of recommendation</td>
</tr>
<tr>
<td>15. Proof of financial resources, assets (own income and any other)</td>
</tr>
<tr>
<td>16. Questionnaire (training and experience)</td>
</tr>
<tr>
<td>17. Upon approval, applicant will be requested to submit copy of approval letter, passport together with original receipt of payment for endorsement of permit</td>
</tr>
<tr>
<td>18. A non-refundable N$80.00 handling fee is payable upon submission of application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students’ permit</th>
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</thead>
<tbody>
<tr>
<td>1. Completed temporary work or students’ permit form number 0/2742(2)</td>
</tr>
<tr>
<td>2. Completed visa form number 3-10033</td>
</tr>
<tr>
<td>3. Completed medical report form number 3-1/0003</td>
</tr>
<tr>
<td>4. Completed radiological report form number 3-1/0004</td>
</tr>
<tr>
<td>5. Completed deed of surety form number 3-1/0005</td>
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<td></td>
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<tr>
<td>---</td>
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<tr>
<td><strong>Renewal/extension and or change of Students Permit</strong></td>
</tr>
<tr>
<td>1. Completed application for Renewal of an Employment Permit, Students’ Permit or a Visitor’s Entry Permit and/or Change of Condition Form number 3-1/0069</td>
</tr>
<tr>
<td>2. Completed Visa Application Form Number 3-1/0033</td>
</tr>
<tr>
<td>3. Proof of acceptance/registration with study institution</td>
</tr>
<tr>
<td>4. Progress report from previous academic year</td>
</tr>
<tr>
<td>5. Namibian police clearance certificate (applicants 18 years and above)</td>
</tr>
<tr>
<td>6. Motivation letter stating reasons for changing to another institution (applicable to applicants who are changing institutions)</td>
</tr>
</tbody>
</table>
## VISAS AND PERMITS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>VISAS/PERMITS PROCESSING TIME FRAME (WAITING PERIOD)</th>
<th>ENDORSEMENT TIME (WAITING PERIOD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Visa</td>
<td>2-3 working days</td>
<td>2 Working days</td>
</tr>
<tr>
<td>Re-entry visa</td>
<td>2-3 working days</td>
<td>2 Working days</td>
</tr>
<tr>
<td>Students’ Visa</td>
<td>2-3 working days</td>
<td>2 Working days</td>
</tr>
<tr>
<td>Transit Visa</td>
<td>2-3 working days</td>
<td>2 Working days</td>
</tr>
<tr>
<td>Work Visa</td>
<td>2-3 Working days</td>
<td>2 Working days</td>
</tr>
<tr>
<td>Employment Permit</td>
<td>30 Working days</td>
<td>3 Working days</td>
</tr>
<tr>
<td>Permanent Residence Permit</td>
<td>180 days</td>
<td>5-10 Working days</td>
</tr>
<tr>
<td>Students’ Permit</td>
<td>60 days</td>
<td>3 Working days</td>
</tr>
<tr>
<td>Temporary Residence Permit</td>
<td>30 days</td>
<td>3 working days</td>
</tr>
<tr>
<td>(for accompanying spouse and/or dependent minor children only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **NB:** All applications for EP and PRP are considered by the Immigration Selection Board (ISB) in terms of section 25 of the Immigration control Act, 1993 (Act No 7 of 1993).

2. Students’ permits applications and applications for visitors’ entry permits are considered in terms of sections 28 and 29 of the Immigration Control Act respectively.

3. A non-refundable handling fee of N$80.00 must be paid upon submission of application (attach original receipt).

4. All copies must be certified.

5. All documents must be in English or sworn translated into English.